



BALTIMORE COUNTY
OFFICE OF CENTRAL SERVICES
Records Management Division

SCHEDULE NO.

C - 679

PAGE NO.

1 of 2

RECORDS RETENTION AND DISPOSAL SCHEDULE

Community Development

Administration & All Divisions

AGENCY

DIVISION

ITEM NO.	DESCRIPTION	RETENTION
1.	<u>GENERAL CORRESPONDENCE</u> Subject arrangement of original incoming letters, copies of outgoing letters, memoranda, studies, reports, directives, policies, and other materials related to the administration of the agencies within the department.	Screen annually and destroy that material no longer needed for current business. Directives, policies, and other material related to the planning and policy that illustrate the development of the agency, retain permanently for eventual transfer to the State Archives.
2.	<u>UNOFFICIAL PERSONNEL FILES</u> Files contain information on current employees. Files may contain but are not limited to copies of applications, annual reviews, reprimands and disciplinary actions, awards, doctor slips, accident reports, resumes, etc.	Screen annually and destroy that material no longer needed for current reference. Retain remaining items for two (2) years after termination, then destroy.
3.	<u>LEAVE AND TIME SHEETS</u> This file contains office copies of employees annual leave and daily time recordings (biweekly copies of time sheets, and computer biweekly printouts).	Retain for one (1) year, then destroy.
4.	<u>BUDGET RECORDS</u> Annual Budget Submissions Monthly Budget Printouts Work Papers (including notes, worksheets, and misc. contracts)	Retain annual submissions for five (5) years, then destroy. Retain all other papers for two (2) years, then destroy.

SCHEDULE APPROVED BY
RECORDS MANAGEMENT OFFICER

10/1/91
DATE

Ewald A. Lurek
SIGNATURE

SCHEDULE APPROVED BY
COUNTY ADMINISTRATIVE OFFICER

2/11/91
DATE

[Signature]
SIGNATURE

SCHEDULE APPROVED BY
AGENCY, OR DIVISION REPRESENTATIVE

2/8/91
DATE

Frank B. Walsh
SIGNATURE

SCHEDULE APPROVED BY
STATE ARCHIVIST

11/12/91
DATE

[Signature]
SIGNATURE



RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

SCHEDULE NO.

PAGE NO.

2 of 2

ITEM NO.	DESCRIPTION	RETENTION
5.	<u>GENERAL ACCOUNTING RECORDS</u> Files contain office copies of: Goods Received memoranda, billing invoices, expense/travel reports, requisitions, petty cash vouchers, mileage reports, direct payment forms, paid bills, ticket books, purchase orders deposit slips, receipt books, etc.	Retain for three (3) years, then destroy.
6.	<u>FIXED ASSET FILE</u> Fixed asset printouts (including vehicles) IRA Forms (office copy) Lost/Stolen Forms (office copy) Surplus Forms (office copy) Transfer Forms (office copy)	Retain fixed asset printout for one (1) year, then destroy. Retain all other completed forms for three (3) years, then destroy.
7.	<u>COUNTY COUNCIL MATERIALS</u> These files contain all materials related to County Council departmental activities, including Legislation Approvals, Bills and Resolutions, Contracts over \$25,000, Budget Appropriation Transactions (BAT), Schedules/Agendas, Auditors Notes, and Councilman Correspondence. They are filed chronologically.	Retain for five (5) years, then destroy.
8.	<u>MEETING AND HEARING MINUTES</u> These files contain legal and lettersize files of minutes of meetings and hearings of boards, commissions, committees and councils within the Department of Community Development that document their proceedings and actions.	Retain in office permanently for eventual transfer to State Archives.

RECEIVED
JUN 10 1993
BALTIMORE COUNTY

Instructions TYPE OR PRINT A
SEPARATE FORM FOR EACH NEW OR
REVISED RECORDS SERIES. FORWARD
WITH RECORDS RETENTION SCHEDULE

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE 1 OF 8

1. DEPARTMENT/AGENCY

Community Development

2. DIVISION

Administration

3. UNIT

DEFINITION - RECORD SERIES A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes

4. RECORDS SERIES TITLE

General Administrative - Correspondence File

5. EARLIEST YEAR/LATEST YEAR
1986 / 1990

6. RECORDS SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the series.
Include the purpose or function of the series)

Subject arrangement of original incoming letters, copies of outgoing letter, memoranda, reports, studies, surveys, investigations, press releases, newspaper clippings, legislative reference material, directives and other miscellaneous papers relating to the administration of this agencies within the department.

7. RECORDS SERIES FORMAT(S)

☒ LETTER SIZE ☐ MICROFILM

☒ LEGAL SIZE ☐ COMPUTER TAPE

☐ BOUND BOOK ☐ FLOPPY DISK

☐ AUDIO TAPE ☐ VIDEO TAPE

☐ OTHER (SPECIFY)

8. RECORDS SERIES SEQUENCE

☒ ALPHABETICAL

☐ NUMERICAL

☐ CHRONOLOGICAL

☐ GEOGRAPHICAL

☐ OTHER (SPECIFY)

9. VOLUME

☐ FILE DRAWER(S)

☐ MICROFILM REEL(S)

3 ☐ COMPUTER TAPE(S)

NUMBER ☐ OTHER (SPECIFY)

10. VOLUME

☐ FILE DRAWER(S)

☐ MICROFILM REEL (S)

☐ COMPUTER TAPE(S)

NUMBER ☐ OTHER (SPECIFY)

11. FILE IS USED

☒ DAILY

☐ WEEKLY

☐ MONTHLY

12. FILE BECOMES INACTIVE AFTER

2

NUMBER

☐ MONTH(S)

☒ YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

1 Investment Place, Suite 800
Towson, Maryland 21204

14. IS RECORDS SERIES DUPLICATED ELSEWHERE?

☐ YES ☒ NO (If Yes, Specify Agency or Office)

15. ACCESS RESTRICTIONS ☐ YES ☒ NO

(If yes, cite law(s) & regulation(s))

16. AUDIT REQUIREMENTS

☒ NONE ☐ STATE ☐ FEDERAL ☐ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

☐ YES ☒ NO

18. RECOMMENDED RETENTION

Screen annually and destroy that material no longer needed for current Business. Directives, policies, and other material related to the planning & policy ...

9. NAME AND TITLE OF PREPARER

Paige Diegelman

20. TELEPHONE NUMBER

887-3317

21. DATE

July 13, 1990

Instructions TYPE OR PRINT A
SEPARATE FORM FOR EACH NEW OR
REVISED RECORDS SERIES. FORWARD
WITH RECORDS RETENTION SCHEDULE

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE 2 OF 8

1. DEPARTMENT/AGENCY

Community Development

2. DIVISION

Administration

3. UNIT

DEFINITION - RECORD SERIES. A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes

4. RECORDS SERIES TITLE

General Accounting Records

5 EARLIEST YEAR/LATEST YEAR

1986 / 1990

6. RECORDS SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the series.
Include the purpose or function of the series)

Files contain office of: Goods Received memoranda, billing invoices, expense/travel reports, requisitions, Purchase Orders, petty cash vouchers, mileage reports, direct payment forms, paid bills.

7. RECORDS SERIES FORMAT(S)

- ☒ LETTER SIZE ☐ MICROFILM
☐ LEGAL SIZE ☐ COMPUTER TAPE
☐ BOUND BOOK ☐ FLOPPY DISK
☐ AUDIO TAPE ☐ VIDEO TAPE
☐ OTHER (SPECIFY)

8. RECORDS SERIES SEQUENCE

- ☐ ALPHABETICAL
☐ NUMERICAL
☒ CHRONOLOGICAL
☐ GEOGRAPHICAL
☐ OTHER (SPECIFY)

9. VOLUME

- ☒ FILE DRAWER(S)
☐ MICROFILM REEL(S)
1 ☐ COMPUTER TAPE(S)
NUMBER ☐ OTHER (SPECIFY)

10. VOLUME

- ☐ FILE DRAWER(S)
☐ MICROFILM REEL (S)
☐ COMPUTER TAPE(S)
NUMBER ☐ OTHER (SPECIFY)

11. FILE IS USED

- ☐ DAILY ☐ WEEKLY ☒ MONTHLY

12. FILE BECOMES INACTIVE AFTER

- 2 ☐ MONTH(S) ☒ YEAR(S)
NUMBER

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

One Investment Place, Suite 800
Towson, Maryland 21204

14. IS RECORDS SERIES DUPLICATED ELSEWHERE?

- ☒ YES ☐ NO (If Yes, Specify Agency or Office)
Central Services

15. ACCESS RESTRICTIONS ☐ YES ☒ NO
(If yes, cite law(s) & regulation(s))

16. AUDIT REQUIREMENTS

- ☒ NONE ☐ STATE ☐ FEDERAL ☐ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- ☐ YES ☒ NO

18. RECOMMENDED RETENTION

19. NAME AND TITLE OF PREPARER

Paige Diegelman

20. TELEPHONE NUMBER

887-3317

21. DATE

July 13, 1990

Instructions TYPE OR PRINT A
SEPARATE FORM FOR EACH NEW OR
REVISED RECORDS SERIES. FORWARD
WITH RECORDS RETENTION SCHEDULE

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE ____ OF ____

1. DEPARTMENT/AGENCY

2. DIVISION

3. UNIT

Community Development Administration

DEFINITION - RECORD SERIES A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes

4. RECORDS SERIES TITLE

5 EARLIEST YEAR/LATEST YEAR

FIXED ASSETS FILE

1986 / 1991

6. RECORDS SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the series.
Include the purpose or function of the series)

Fixed asset printouts (including vehicles)
IRA Forms (office copy)
Lost/stolen forms (office forms)
Surplus forms (office forms)
Transfer Forms (office forms)

7. RECORDS SERIES FORMAT(S)

☒ LETTER SIZE ☐ MICROFILM

☐ LEGAL SIZE ☐ COMPUTER TAPE

☐ BOUND BOOK ☐ FLOPPY DISK

☐ AUDIO TAPE ☐ VIDEO TAPE

☐ OTHER (SPECIFY)

8. RECORDS SERIES SEQUENCE

☐ ALPHABETICAL

☐ NUMERICAL

☒ CHRONOLOGICAL

☐ GEOGRAPHICAL

☐ OTHER (SPECIFY)

9. VOLUME

☒ FILE DRAWER(S)

☐ MICROFILM REEL(S)

☐ COMPUTER TAPE(S)

NUMBER ☐ OTHER (SPECIFY)

10. VOLUME

☒ FILE DRAWER(S)

☐ MICROFILM REEL(S)

☐ COMPUTER TAPE(S)

NUMBER ☐ OTHER (SPECIFY)

11. FILE IS USED

☐ DAILY

☐ WEEKLY

☐ MONTHLY

12. FILE BECOMES INACTIVE AFTER

☐ MONTH(S)

☐ YEAR(S)

NUMBER

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

1 Investment Place Suite 800
Towson, Maryland 21204

14. IS RECORDS SERIES DUPLICATED ELSEWHERE?

☒ YES ☐ NO (If Yes, Specify Agency or Office)

Fixed Assets Division of Central Services & Inter-Departmental Division

15. ACCESS RESTRICTIONS ☐ YES ☐ NO
(If yes, cite law(s) & regulation(s))

16. AUDIT REQUIREMENTS

☒ NONE ☐ STATE ☐ FEDERAL ☐ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

☒ YES ☐ NO

By date submitted

18. RECOMMENDED RETENTION

Retain fixed asset Printout for one year, then destroy.

Retain all other completed forms for three years, then destroy.

9. NAME AND TITLE OF PREPARER

Paige Diegelman

20. TELEPHONE NUMBER

887-3317

21. DATE

July 13, 1990

Instructions TYPE OR PRINT A
SEPARATE FORM FOR EACH NEW OR
REVISED RECORDS SERIES. FORWARD
WITH RECORDS RETENTION SCHEDULE

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE 4 OF 8

1. DEPARTMENT/AGENCY

Community Development

2. DIVISION

Administration

3. UNIT

DEFINITION - RECORD SERIES A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes

4. RECORDS SERIES TITLE

Leave and Time Sheets

5 EARLIEST YEAR/LATEST YEAR

1986 / 1990

6. RECORDS SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the series.

Include the purpose or function of the series)

This file contains office copies of employees annual leave and daily time recordings (bi-weekly copies of time sheets, and computer bi-weekly printouts).

7. RECORDS SERIES FORMAT(S)

☒ LETTER SIZE ☐ MICROFILM

☒ LEGAL SIZE ☐ COMPUTER TAPE

☐ BOUND BOOK ☐ FLOPPY DISK

☐ AUDIO TAPE ☐ VIDEO TAPE

☐ OTHER (SPECIFY)

8. RECORDS SERIES SEQUENCE

☐ ALPHABETICAL

☐ NUMERICAL

☒ CHRONOLOGICAL

☐ GEOGRAPHICAL

☐ OTHER (SPECIFY)

9. VOLUME

☒ FILE DRAWER(S)

☐ MICROFILM REEL(S)

☐ COMPUTER TAPE(S)

2

☐ OTHER (SPECIFY)

10. VOLUME

☐ FILE DRAWER(S)

☐ MICROFILM REEL(S)

☐ COMPUTER TAPE(S)

NUMBER

☐ OTHER (SPECIFY)

11. FILE IS USED

☐ DAILY

☒ WEEKLY

☐ MONTHLY

12. FILE BECOMES INACTIVE AFTER

1

☐ MONTH(S)

☒ YEAR(S)

NUMBER

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

One Investment Place, Suite 800

Towson, Maryland 21204

14. IS RECORDS SERIES DUPLICATED ELSEWHERE?

☒ YES ☐ NO (If Yes, Specify Agency or Office)

Finance - Payroll division (master time sheet)

15. ACCESS RESTRICTIONS ☐ YES ☒ NO

(If yes, cite law(s) & regulation(s))

16. AUDIT REQUIREMENTS

☒ NONE

☐ STATE

☐ FEDERAL

☐ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

☒ YES

☐ NO

by date filed w/ Payroll.

18. RECOMMENDED RETENTION

*Retain for one (1) year,
then destroy*

9. NAME AND TITLE OF PREPARER

Paige Diegelman

20. TELEPHONE NUMBER

887-3317

21. DATE

July 13, 1990

Instructions TYPE OR PRINT A
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DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
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JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY

Community Development

2. DIVISION

Administration

3. UNIT

DEFINITION - RECORD SERIES A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes

4. RECORDS SERIES TITLE

Meeting and Hearing Minutes

5. EARLIEST YEAR/LATEST YEAR

1986 / 1990

6. RECORDS SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the series.
Include the purpose or function of the series)

Minutes of meetings and hearings of boards, commissions, committees and councils which generally document their proceeding and actions.

7. RECORDS SERIES FORMAT(S)

☒ LETTER SIZE ☐ MICROFILM

☒ LEGAL SIZE ☐ COMPUTER TAPE

☐ BOUND BOOK ☐ FLOPPY DISK

☐ AUDIO TAPE ☐ VIDEO TAPE

☐ OTHER (SPECIFY)

8. RECORDS SERIES SEQUENCE

☒ ALPHABETICAL

☐ NUMERICAL

☐ CHRONOLOGICAL

☐ GEOGRAPHICAL

☐ OTHER (SPECIFY)

9. VOLUME

☒ FILE DRAWER(S)

☐ MICROFILM REEL(S)

1 ☐ COMPUTER TAPE(S)

NUMBER ☐ OTHER (SPECIFY)

10. VOLUME

☐ FILE DRAWER(S)

☐ MICROFILM REEL (S)

☐ COMPUTER TAPE(S)

NUMBER ☐ OTHER (SPECIFY)

11. FILE IS USED

☐ DAILY

☒ WEEKLY

☐ MONTHLY

12. FILE BECOMES INACTIVE AFTER

2

NUMBER

☐ MONTH(S)

☒ YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

One Investment Place, Suite 800
Towson, Maryland 21204

14. IS RECORDS SERIES DUPLICATED ELSEWHERE?

☐ YES ☒ NO (If Yes, Specify Agency or Office)

15. ACCESS RESTRICTIONS ☐ YES ☒ NO

(If yes, cite law(s) & regulation(s))

16. AUDIT REQUIREMENTS

☒ NONE ☐ STATE ☐ FEDERAL ☐ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

☒ YES

☒ NO

By agency

separately

18. RECOMMENDED RETENTION

Retain in office permanently
for eventual transfer to
archives

9. NAME AND TITLE OF PREPARER

Paige Diegelman

20. TELEPHONE NUMBER

887-3317

21. DATE

July 13, 1990

INSTRUCTIONS TYPE OR PRINT A
SEPARATE FORM FOR EACH NEW OR
REVISED RECORDS SERIES. FORWARD
WITH RECORDS RETENTION SCHEDULE

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE ____ OF ____

1. DEPARTMENT/AGENCY

2. DIVISION

3. UNIT

Community Development

Administration

DEFINITION - RECORD SERIES A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes

4. RECORDS SERIES TITLE

5. EARLIEST YEAR/LATEST YEAR

UNOFFICIAL PERSONNEL FILES

1986/1991

6. RECORDS SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the series.
Include the purpose or function of the series)

Files contain information on current employees. Files may contain but are not limited to copies of applications, annual reviews, reprimands and disciplinary actions, awards, doctor slips, accident reports, resumes, etc.

7. RECORDS SERIES FORMAT(S)

☒ LETTER SIZE ☐ MICROFILM

☐ LEGAL SIZE ☐ COMPUTER TAPE

☐ BOUND BOOK ☐ FLOPPY DISK

☐ AUDIO TAPE ☐ VIDEO TAPE

☐ OTHER (SPECIFY)

8. RECORDS SERIES SEQUENCE

☒ ALPHABETICAL *by subject*

☐ NUMERICAL

☐ CHRONOLOGICAL

☐ GEOGRAPHICAL

☐ OTHER (SPECIFY)

9. VOLUME

☒ FILE DRAWER(S)

☐ MICROFILM REEL(S)

☐ COMPUTER TAPE(S)

☐ OTHER (SPECIFY)

10. VOLUME

☒ FILE DRAWER(S)

☐ MICROFILM REEL(S)

☐ COMPUTER TAPE(S)

☐ OTHER (SPECIFY)

11. FILE IS USED

☐ DAILY

☐ WEEKLY

☒ MONTHLY

infrequently

12. FILE BECOMES INACTIVE AFTER

☐ MONTH(S)

☒ YEAR *1*

NUMBER

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

1 Investment Place Suite 800

Towson, Maryland 21204

14. IS RECORDS SERIES DUPLICATED ELSEWHERE?

☒ YES ☐ NO (If Yes, Specify Agency or Office)

official Personnel file in Personnel Dept

15. ACCESS RESTRICTIONS ☐ YES ☒ NO

(If yes, cite law(s) & regulation(s))

16. AUDIT REQUIREMENTS

☒ NONE ☐ STATE ☐ FEDERAL ☐ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

☒ YES ☐ NO

Alphabetic by employee name.

18. RECOMMENDED RETENTION

Screen annually and destroy that material no longer needed for current reference. Retain remaining items for two years after termination, then destroy.

9. NAME AND TITLE OF PREPARER

Paige Diegelman

20. TELEPHONE NUMBER

887-3317

21. DATE

July 13, 1990

Instructions TYPE OR PRINT A
SEPARATE FORM FOR EACH NEW OR
REVISED RECORDS SERIES. FORWARD
WITH RECORDS RETENTION SCHEDULE

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE 7 OF 8

1. DEPARTMENT/AGENCY

Community Development

2. DIVISION

Administration

3. UNIT

DEFINITION - RECORD SERIES. A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes

4. RECORDS SERIES TITLE

County Council Materials

5. EARLIEST YEAR/LATEST YEAR
1988 / 1990

6. RECORDS SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the series.
Include the purpose or function of the series)

This file contains: Legislation Approvals, Bills and Resolutions, Contracts over \$25,000,
(BAT) Budget Approp. Transactions, Schedules/Agendas, Auditors Notes, Councilman Correspondence.

7. RECORDS SERIES FORMAT(S)

☒ LETTER SIZE ☐ MICROFILM

☒ LEGAL SIZE ☐ COMPUTER TAPE

☐ BOUND BOOK ☐ FLOPPY DISK

☐ AUDIO TAPE ☐ VIDEO TAPE

☐ OTHER (SPECIFY)

8. RECORDS SERIES SEQUENCE

☒ ALPHABETICAL

☐ NUMERICAL

☐ CHRONOLOGICAL

☐ GEOGRAPHICAL

☒ OTHER (SPECIFY)

Date Order

9. VOLUME

☒ FILE DRAWER(S)

☐ MICROFILM REEL(S)

2 ☐ COMPUTER TAPE(S)

NUMBER ☐ OTHER (SPECIFY)

10. VOLUME

☒ FILE DRAWER(S)

☐ MICROFILM REEL(S)

1 ☐ COMPUTER TAPE(S)

NUMBER ☐ OTHER (SPECIFY)

11. FILE IS USED

☐ DAILY

☒ WEEKLY

☐ MONTHLY

12. FILE BECOMES INACTIVE AFTER

1

NUMBER

☐ MONTH(S)

☒ YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

One Investment Place, Suite 800
Towson, Maryland 21204

14. IS RECORDS SERIES DUPLICATED ELSEWHERE?

☐ YES ☒ NO (If Yes, Specify Agency or Office)

15. ACCESS RESTRICTIONS ☐ YES ☒ NO
(If yes, cite law(s) & regulation(s))

16. AUDIT REQUIREMENTS

☒ NONE ☐ STATE ☐ FEDERAL ☐ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and
describe any hardware/software)

☒ YES

☒ NO

Chronologically

18. RECOMMENDED RETENTION

*Retain for 5 years,
then destroy.*

9. NAME AND TITLE OF PREPARER

Paige Diegelman

20. TELEPHONE NUMBER

887-3317

21. DATE

July 13, 1990

Instructions TYPE OR PRINT A
SEPARATE FORM FOR EACH NEW OR
REVISED RECORDS SERIES. FORWARD
WITH RECORDS RETENTION SCHEDULE

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE 8 OF 8

1. DEPARTMENT/AGENCY
Community Development

2. DIVISION
Administration

3. UNIT

DEFINITION - RECORD SERIES A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes

4. RECORDS SERIES TITLE
General Budget Files

5 EARLIEST YEAR/LATEST YEAR
1987 / 1990

6. RECORDS SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the series.
Include the purpose or function of the series)

Files contain budget preparation notes, worksheets, approved budgets, notes concerning budget year and miscellaneous contracts.

7. RECORDS SERIES FORMAT(S)
☐ LETTER SIZE ☐ MICROFILM
☒ LEGAL SIZE ☐ COMPUTER TAPE
☐ BOUND BOOK ☐ FLOPPY DISK
☐ AUDIO TAPE ☐ VIDEO TAPE
☐ OTHER (SPECIFY)

8. RECORDS SERIES SEQUENCE
☐ ALPHABETICAL
☒ NUMERICAL
☒ CHRONOLOGICAL *by FY filed w/Budget*
☐ GEOGRAPHICAL
☐ OTHER (SPECIFY)

9. VOLUME
☒ FILE DRAWER(S)
☐ MICROFILM REEL(S)
2
NUMBER ☐ COMPUTER TAPE(S)
☐ OTHER (SPECIFY)

10. VOLUME
☐ FILE DRAWER(S)
☐ MICROFILM REEL (S)
☐ COMPUTER TAPE(S)
NUMBER ☐ OTHER (SPECIFY)

11. FILE IS USED
☐ DAILY ☐ WEEKLY ☒ MONTHLY

12. FILE BECOMES INACTIVE AFTER
2
NUMBER ☐ MONTH(S) ☒ YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
One Investment Place, Suite 800
Towson, Maryland 212204

14. IS RECORDS SERIES DUPLICATED ELSEWHERE?
☐ YES ☒ NO (If Yes, Specify Agency or Office)

15. ACCESS RESTRICTIONS ☐ YES ☒ NO
(If yes, cite law(s) & regulation(s))

16. AUDIT REQUIREMENTS
☒ NONE ☐ STATE ☐ FEDERAL ☐ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)
☐ YES ☒ NO

18. RECOMMENDED RETENTION

9. NAME AND TITLE OF PREPARER
Paige Diegelman

20. TELEPHONE NUMBER
887-3317

21. DATE
July 13, 1990